

Nobles Soil and Water Conservation District

Accountant/Administrative Assistant Job Description

POSITION PURPOSE

The purpose of this position is to provide financial coordination to the Nobles Soil and Water Conservation District. The Accountant/Administrative Assistant will coordinate all financial records and office activities of the District and maintain a consistently high quality of work, meeting deadlines and responding to requests of service.

The Accountant/Administrative Assistant will work alongside the District Manager in providing the Kanaranzi-Little Rock Watershed District Board of Managers (KLRWD Board) administrative and financial support for all activities. The duties and responsibilities of the Accountant/Administrative Assistant are listed as part of this job description.

Basic Qualifications

Candidates must have a minimum of Bachelor's Degree in management, finance, accounting, or related field, or minimum of two year vocational certification in management, finance, accounting, or related field, with a minimum of 2 years of work experience. This position requires a general knowledge of accounting and budgeting, ability to work with flexibility on several tasks simultaneously and meet various concurrent deadlines, ability to work under stressful conditions, and items listed below.

REPORTS TO

The Accountant/Administrative Assistant reports to the District Manager. The Accountant/Administrative Assistant will seek advice from the District Manager regarding office operations. Annual evaluation of the Accountant/Administrative Assistant's performance is the responsibility of the District Manager.

A. Administers the financial affairs of the Nobles SWCD and the K-LR Watershed District

1. Administers financial transactions to insure conformance with Minnesota statutes governing the expenditure of public funds.
2. Maintains bookkeeping system according to state standards using Quickbooks software.
3. Interprets and projects the financial standing of each District for the Boards on a periodic basis using budget and analysis statements.
4. Assists in preparing the SWCD and K-LR annual budgets and long range budgets in consultation with the District Manager. Files the corresponding hearing notices and levy certifications for the KLRWD.
5. Prepares and presents financial reports at monthly board meetings including treasurer's reports, bills payable and budget analysis for both entities.
6. Prepares fiscal year-end financial statements for submission by deadline including GASB 68 accounting statements for the SWCD.
7. Prepares SWCD and KLRWD Annual Report notes to the financial statements.
8. Assists the District Manager with the Annual Plan for both entities.
9. Prepares for an Audit for each entity by CPA, annually.
10. Prepares billings, pays bills and monitors accounts receivable for each entity.

11. Make timely deposits of all income for each entity.
12. Maintains financial accounts at the highest rate of interest for each entity.
13. Monitors the SWCD's pledged collateral at financial institutions.
14. Attends training sessions to keep current on state bookkeeping requirements for each entity.
15. Administers and maintains the SWCD's property/casualty liability and workers compensation insurance with Minnesota Counties Insurance Trust.
16. Administers and maintains the KLRWD's property/casualty liability and workers compensation insurance with the League of Minnesota Cities.
17. Maintains inventory of all SWCD equipment and assets.
18. Administers and maintains the local AgBMP Program

B. Administers and reports all employee payroll and supervisor compensation and benefits.

1. Processes bi-weekly payroll and quarterly supervisor compensation including:
 - a. Payroll taxes and quarterly reports
 - b. Public Employee Retirement Association (PERA) remittance and reports
 - c. State Unemployment
2. Processes quarterly payroll for the KLRWD Board of Managers
 - i. Payroll taxes and quarterly reports
3. Completes W-2 and year-end payroll annually.
4. Prepares salary deduction reports for PERA
5. Processes the Pay Equity Report
6. Monitors and pays remittance for employees medical and life insurance benefits.
7. Processes PTO, personnel records and timesheets, employment laws and updating personnel insurance coverage.

C. Administers state and local cost-share programs for both the SWCD and KLR.

1. Administers State Cost-Share and General Services grants according to state and local policies.
2. Assists in preparing reports, plans and applications for state programs by the deadlines set by Board of Water and Soil Resources.
3. Maintains ledgers according to state standards for all cost-share programs.
4. Enter and maintain state grants and cost-share contracts on eLink
5. Prepares cost-share agreements, vouchers, certification, and approval letters.
6. Maintains listing of all cost-share programs and site inspection records.
7. Prepares for state audit of records.
8. Attends cost-share program training sessions.
9. Maintains conservation use acres program logs and contracts for each entity.

D. Administers federal contribution agreements.

1. Maintains Contribution Agreements between the NRCS and the Nobles SWCD and requests payments.
2. Maintains Cooperative agreement between the USFWS and the Nobles SWCD and requests payments

E. Directs and assists with SWCD sponsored resource management education programs.

1. Assists and cooperates with Area Envirothon and Area V Environmental Fair programs.
2. Coordinates with USFWS, local watershed staff, SWCD staff, NRCS, DNR and local school staff to provide annual tours for fifth grade students at the Prairie Wetland Learning Area and the Adrian Learning Area.
3. Coordinates Arbor Day programs for local 2nd and 4th grade students.

4. Prepare for and assist with an educational booth at the Nobles County Fair. Create the displays as needed for each entity.
5. Designs promotional materials for each entity: brochures, flyers, posters, handouts, newspaper articles, newsletters and news releases
6. Maintains the SWCD's social media sites to engage local producers.
7. Maintains the SWCD and KLRWD websites to better inform and engage viewers.

F. Provides administrative support to District Manager, the SWCD Board of Supervisors and the KLR Board of Managers.

1. Prepares the board minutes and assists in preparing agendas for board meetings in consultation with the District Manager.
2. Attends monthly SWCD and KLR board meetings.
3. Serves as a representative of the SWCD and KLR as directed by the Boards.
4. Attends at least one MASWCD Area V meeting and one SWMACDE meeting annually.
5. Attends at least one MAWD meeting and Watershed Administrator meeting annually.
6. Attends MASWCD annual convention and MACDE training session when authorized by the Boards.
7. As the designated responsible authority, assures that all programs, administrative procedures, and forms used by the SWCD and KLRWD are administered in compliance with Minnesota Statutes regarding data practices.
8. Answers questions and direct inquiries for the day-to-day activities of the office for both entities.
9. Files and stores records according to the approved Nobles SWCD General Record Retention Schedule.
10. Receives and dispatches correspondence to each board as required.
11. Assists in the planning and organization of meetings or special events as requested.

The Accountant/Administrative Assistant is responsible for performing the following tasks for the Kanaranzi-Little Rock Watershed PL566 Project.

G. Administers contracting process.

1. Prepares long-term agreements between Board and cooperators for NRCS approval.
2. Maintains complete files on all initiated, approved and completed agreements.
3. Consolidates all certification forms, invoices, receipts, etc. necessary for the performance of each long-term agreement.
4. Prepares K-LR resolution granting permit forms on each contract.
5. Maintains all NRCS project agreements.
6. Prepares fiscal year-end financial statements for submission to NRCS and the K-LR Watershed District and provides required 1099 tax forms to landowners by deadlines.
7. Submits necessary forms and documentation to NRCS for payment of the NRCS share of costs to cooperators.
8. Disposes all claims resulting from the contracted work under the individual contract agreements.
9. Files contract and project agreement records according to NRCS standards.

H. Provides support to the K-LR Joint Powers Board.

1. Prepares agendas and minutes of the JPB board meetings.
 2. Files and processes JPB liability insurance records with Minnesota Counties Insurance Trust.
- Assists NRCS with K-LR EQIP payments.